

## Dual Credit High School Teacher – Department Checklist

1. Applicant (first/last name): \_\_\_\_\_

2. Dual Credit Course (subject/course #): \_\_\_\_\_

**3. Teaching Credentials:**

- a. Bachelor's Degree in the subject field (or an approved field),  
- AND -  Yes  No
- b. Completion of at least two years teaching in subject field.  
- AND -  Yes  No
- c. Master's Degree in the subject field (or an approved field),  
- OR -  Yes  No
- d. 18 semester credits of graduate work in the subject field (or an approved field),  
- OR -  Yes  No
- e. Is willing to develop a Master's Degree Study Plan to work towards a Master's Degree in the subject field (or an approved field).  Yes  No

**4. Teaching Qualifications in the Absence of a Master's Degree:**

Applicants who do not currently meet the criteria outlined above and choose not to develop a Master's Degree Study Plan will be required to apply for a waiver. Waivers should provide a strong rationale as to how the person is otherwise qualified (e.g. person has a number of semester credits at the graduate level in the field or an approved field **and** specialized experience/training in the area being taught that supports such an exception).

- a. Is applicant eligible for a waiver and would you support/provide one?  Yes  No
- b. If yes, please contact the Dual Credit Office and request the necessary paperwork.

**5. Successful completion of a teacher orientation ([NACEP Faculty Standard F2 & F4](#)):**

Date & location training is scheduled

- OR - date & location it was completed: \_\_\_\_\_

\_\_\_\_\_ I hereby approve this applicant to teach the above named course for dual credit.

\_\_\_\_\_ I do not approve this applicant for the following reasons:

\_\_\_\_\_  
Faculty Liaison Signature

\_\_\_\_\_  
Date